Alphabetizing a List – When you create a bulleted or numbered list, Word can alphabetize them quickly.   
2003 and earlier click **Table – Sort – ascending**2007 click **Home Tab – IconSort_16x16 by you. icon**(Paragraph Dialogue Box) **– ascending**

Basic Shortcuts – Cut (**Ctrl+X** ) Copy (**Ctrl+C**) Paste (**Ctrl-V**) Undo (**Ctrl+Z**)

Create a customized bulleted list with happy faces or check marks as the bullet. You will need to create a list first then do the following:  
2003 Users click **Format – Bullets and Numbering – Customize – A new window will pop up – Choose Character – Choose Wingdings or Symbols – Select a Character – OK - OK**   
2007 Users **click Home Tab – Drop drown next to the bullet icon – Define new bullet –Symbol – Selected a Character – Ok – Ok.**

Creating a Hyperlink – As an alternative to pasting an entire website address (URL) do the following. **Type the title of the website – highlight the title – Click Ctrl-K.**

Determining Word Count – Microsoft Word will do a word count quickly for you and your students.  
2003 Users - **select the text you want to count - Tools – Word Count**  
2008 Users – **select the text you want to count – look at the bottom right of your screen – word count is automatically calculated.**

Dictionary/Thesaurus Shortcut – **Hold the Alt key down and click on any word**, the Reference Toolbar opens and gives the definition of the word as well as synonyms.

Double and Single Spacing Shortcuts **– CTRL+2** turns on double spacing for the document where **CTRL+1** reverts to single spacing

Hanging Paragraphs – A paper can be set up to automatically indent the first line of any paragraph.   
2003 and earlier click **Format – Paragraph – Special – Hanging**.   
2007 click Page **Layout tab - Paragraph Dialog Box Launcher– Special – Hanging.**

Highlighting the Easy Way – **Double click** on any word and it will highlight. **Triple click** will highlight an entire paragraph. **CTRL+A** will highlight the entire paper.

Insert special characters such as the copyright symbol ©or the degrees ° symbol. .   
2003 click **Insert – Symbol – a new window will pop up and double click any symbol**.  
2007 click **Insert Tab – Symbol – select one of the suggested symbols or choose More Symbols. Double click on any symbol.**

Instant Auto Correct – If you find a word that is underlined in red, it’s misspelled. Simply **right click on the word and Microsoft Word will provide suggested spellings**.

Tables are your friend**.**  No more will teachers create worksheets where they have to use the tab key multiple times. Using tables will eliminate a lot of formatting hassles later on. Table borders can be turned off so your worksheet looks balanced without seeing tables on the screen. This is a great tutorial from Office 2003, but the basic concept is the same for 2007. Watch the video below first, and then for 2007 users [check out this link.](http://www.youtube.com/watch?v=PAV9uJpziEo)